

COLLECTIONS CLERK

GENERAL RESPONSIBILITIES

Collection of County receipts and maintains database. Provides customer service to citizens, real estate professionals, and attorneys.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Collection of receipts and taxes for County, State and Municipalities
2. Balancing of daily receipts, taxes and proves to computer totals
3. Research property records for attorneys, abstractors, and taxpayers
4. Maintain information for property tax, water and sewer databases
5. Mailing of real estate and personal property tax bills
6. Assist in yearly tax sale and collection of fees
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED)
2. Two years related experience and/or training; bank teller or knowledge of property description

* A comparable amount of training and experience may be substituted for the minimum qualifications

KNOWLEDGE, SKILLS AND ABILITIES

1. Apply property descriptions
2. Calculate figures and amounts using a calculator
3. Use computer software and/or program applications
4. Deal with problems involving several variables
5. Read and comprehend instructions, correspondence, and memos
6. Write correspondence
7. Present information
8. Carry out instructions